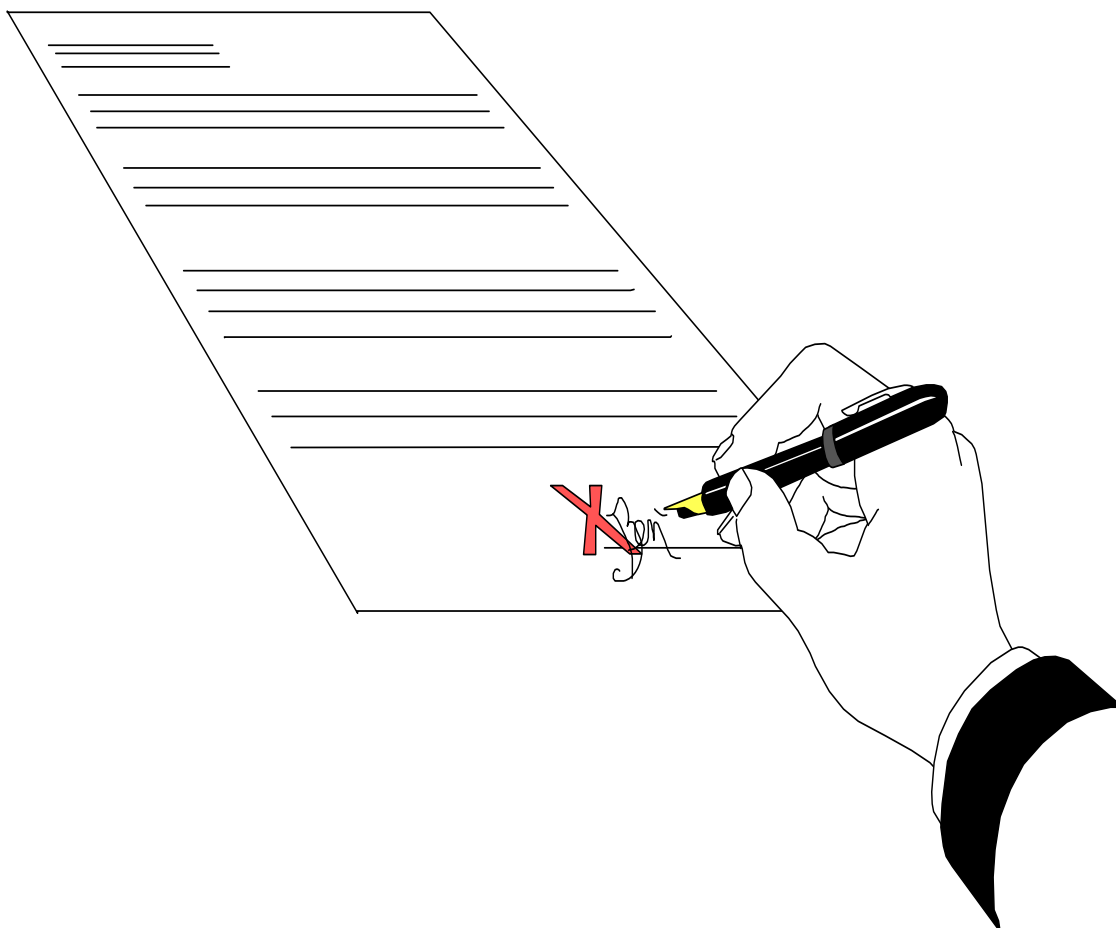


**MONTANA**

**COOPERATIVE DRIVER TESTING PROGRAM PLAN**

(CDTP)



BY:

MONTANA DEPARTMENT OF JUSTICE  
MOTOR VEHICLE DIVISION

IN CONSULTATION WITH:  
MONTANA OFFICE OF PUBLIC INSTRUCTION  
TRAFFIC EDUCATION UNIT

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## ***COOPERATIVE DRIVER TESTING PROGRAM***

### ***(CDTP)***

Montana's 53<sup>rd</sup> 1993 Legislative Assembly amended HB 2 to read as follows:

“The Department (Justice) shall prepare a plan by July 1, 1994, in consultation with the Superintendent of Public Instruction, to have driver license examinations of students conducted, under the supervision and direction of the Department (Justice), by local school district staff of traffic education programs administered by the Superintendent of Public Instruction.”

This plan is to be presented to the legislative audit committee.

Montana's 54<sup>th</sup> 1995 Legislative Assembly passed HB248 which officially creates the Cooperative Driver Testing Program (CDTP). MCA 61-5-110 was amended to authorize certified cooperative driver testing program staff to administer the Department of Justice's knowledge and road tests. Only state-approved high school traffic education programs offered by, or in cooperation with, a school district that employs an approved instructor who has current endorsement from the Superintendent of Public Instruction, as a teacher of traffic education, and who agrees to comply with regulations of the Department of Justice and the Office of Public Instruction can be certified.

## **REASON TO CERTIFY THE DOJ DRIVER LICENSE TEST**

**High School Traffic Education Students** represent 32% of the original license tests administered annually by the Montana Department of Justice (DOJ). Approximately 49,102 original licenses are issued annually by DOJ.

**Several states** now offer some form of certification of driver exams using driver education teachers.

### **Positive reasons for this approach:**

- **Reward youthful, educated drivers.**
- **Improves service** to the public because less time is spent administering driver examinations at the driver services facility. **(Saves money!)**
- **Provides an incentive** for students to take driver education more seriously.
- **Offers a more standardized approach** to high school traffic education assessment rules.
- Makes **traffic education a more critical component** of Montana's educational system.
- Leads to more consistent **outcomes** of traffic education.
- Provides the opportunity to **raise the level of testing** during the driving exam.
- **May increase demand** for high school traffic education. (Presently, 87% of the eligible students take traffic education.)

### **Drawbacks:**

- **More responsibility** placed on the schools.
- **Additional school time and expenses** may be needed to administer driver exams.
- Teachers may fear for the **implied accountability and associated liability** when they, in essence, certify a young person to have their drive test waived.
- The **check and balance** system of the schools and licensing agency **may be compromised**.
- **Community and parent pressure** may be placed upon the traffic education teacher to **pass students**.
- **Sends signal** that the **main purpose** of driver education is **to get a driver license**.

**Prior to Illinois joining the "Waiver" Movement**, the Secretary of State studied the driving examination histories and subsequent driving records of driver education graduates.

**Four conclusions were reached:**

1. Graduates of high school traffic education programs exhibit great success in passing the driver exam.
2. The driver exam prevents only a small percentage of graduates from obtaining their driver license.
3. The vast majority of high school traffic education graduates are generally not multiple offenders.
4. Driver tests are not designed to screen the most common traffic violations committed by high school traffic education graduates.

**Illinois' conclusion was:**

The best judge of a driver's ability is that authority figure who spends the most time observing them...

**“ THE DRIVER EDUCATION INSTRUCTOR.”**

## **SAMPLE LETTER TO SCHOOL SUPERINTENDENT**

Superintendent  
Helena Public Schools  
PO Box 5417  
Helena, Montana 59601

Dear Superintendent:

I am pleased to invite your school district to participate in the Department of Justice/Office of Public Instruction Cooperative Driver Testing Program (CDTP). This new program is designed to establish a partnership between school districts and the Motor Vehicle Division of the Department of Justice.

### HIGHLIGHTS OF THE PROGRAM INCLUDE:

- ✓ Traffic Education Instructors can certify to have portions of the Montana Driver License test waived if students pass the CDTP knowledge and driving tests included in their driving course;
- ✓ Participation is open only to those offering Office of Public Instruction approved courses;
- ✓ Students are more motivated to participate in high school traffic education;
- ✓ Successful completion of the CDTP will expedite the licensing process resulting in less school and work time lost by students and their parents. Parental (responsible adult) consent will still be necessary for students to receive their Montana Driver's License.

The Cooperative Driver Testing Program promises benefits to all. I encourage your school district to participate and look forward to working with you.

If you have any questions, please do not hesitate to contact Kristine Thatcher, Field Operations Bureau Chief at 444-1778, Patrick McJannet, Program Supervisor, Field Operations Bureau at 444-1779, David Huff, Driver Education Director, Office of Public Instruction at 444-4396 or myself at 444-1773.

Sincerely,

Brenda Nordlund  
Administrator  
Motor Vehicle Division  
Department of Justice

## **ABOUT THE CDTP PROGRAM**

**Montana's Cooperative Driver Testing Program (CDTP)** is designed to enhance high school traffic education as well as to improve the Department of Justice (DOJ)/Office of Public Instruction (OPI) service to the public. Students participating in high school traffic education courses approved by the OPI/DOJ may qualify to have their licensing test waived if they meet new CDTP uniform course standards.

### **Program Requirements**

1. The CDTP is available only to schools offering state approved high school traffic education courses through the DOJ/OPI. Participation is voluntary.
2. Instructors must have current approval as a Teacher of Traffic Education issued by OPI.
3. Instructors will administer the CDTP knowledge and driving tests as part of the course.
4. The DOJ will monitor the program by conducting random checks of students who have been certified to have their driving test waived. These spot checks may require the student to demonstrate his or her ability to pass the driving test.

### **Student Benefits**

1. Students who score at least 82% on the DOJ knowledge test will not be re-tested at the exam station.
2. Students who score at least "7" on the DOJ driving test and are judged competent by the driver education instructor, will be certified to have their test waived. However, a percentage of all students will be re-tested at the exam station.
3. If students qualify to have one or both of their licensing tests certified to be waived, the instructor will notify the DOJ and the students will simply go to a driver licensing station, fill out the proper paperwork, pass the DOJ vision test, pay the appropriate fee(s) and have their photos taken. Those who have only one of the tests certified would have to take the other one when applying for their license.

## **PROCEDURE OVERVIEW**

### **Students Eligible to Participate**

Students enrolled in the high school traffic education class may qualify to receive COTP credit for the Department of Justice (DOJ) knowledge and/or driving tests required for a Class D TELL or a Class D license. The students must be currently enrolled in an Office of Public Instruction (OPI) approved course in order to participate. To receive credit for the knowledge test, students must have completed a number of required components of your course. To receive credit for the driving test, they must complete the entire course.

### **Student Outcome**

If a student passes the knowledge test **before the class is completed** (either with COTP instructor or at MVD exam station), passes the driving skills test, meets the minimum age requirement and successfully completes the entire course, the corresponding DOJ test will be certified.

Students must also follow and fulfill the Graduated Driver Licensing (GDL) requirements before obtaining their driver license.

Students not qualifying under the DOJ test standards will need to retest at the local driver exam stations.

Because knowledge and driving tests are just two of the factors that must be considered when we issue a license, it is important for everyone to understand that students may pass both the DOJ knowledge and driving tests and still not be a safe responsible driver.

The tests indicated below by asterisks (\*) are the DOJ tests a teacher can certify. In addition to meeting technical eligibility requirements, such as establishing proof of identity and obtaining written consent from parents, the minimum requirements for a Class D permit and license are as follows:

#### **Class D TELL**

Minimum age is 14 ½  
Vision  
Knowledge \*

#### **Class D Instruction Permit (Learner's License)**

Minimum age is 15 upon course completion  
Vision  
Knowledge \*



**Class D Restricted Driver's License (Restriction is One Year From Date of License Issuance or When Reaches Age 18)**

Minimum age is 15 upon course completion

Vision

Knowledge \*

Driving \*

Has completed GDL requirements

Parent certifies GDL requirement completion

- **GDL requirements are:**

1. Minimum six months permit holding period. The counting of the six months begins when the TEP is issued by you, the instructor.
2. During this six months, the student must complete 50 hours of **supervised driving (at least 10 hours must be at night)** by a licensed parent/guardian for those holding a TELL permit.

If the student is 15 or turns 15 and is successfully participating in or has successfully completed the CDTP course, they may transfer their TELL to an Instruction Permit (Learner's License) at an exam station and then complete the 50 hour requirement with a licensed driver age 18 or older approved by their parent/guardian.

3. No traffic or alcohol/drug citations.

The TELL or Instruction Permit (Learner's License) is valid for **ONE YEAR** from the date the student passes the knowledge test.

**NOTE: IF THE STUDENT DOES NOT SUCCESSFULLY PASS THE KNOWLEDGE TEST WHILE THE CDTP COURSE IS BEING TAUGHT, ALL ASPECTS OF THE TEST MUST BE TAKEN OVER AND THE PERMIT HOLDING PHASE REQUIREMENT (SIX MONTHS) STARTS OVER AS WELL.**

## **CDTP Testing Requirements**

As part of the regular high school traffic education course, teachers administer a variety of knowledge and driving tests. The grades issued for course completion may be based upon a combination of such tests, as well as attendance, participation, etc.

For the purpose of the CDTP, only two tests are considered:

### **1. The DOJ Knowledge Test; (may be given orally by CDTP instructor only)**

To pass the DOJ knowledge test, students must answer 82% of the questions correctly. This test must be administered at the appropriate times, in a supervised setting (no take-home test), and records must be maintained in a secure location.

#### **TELL Permit**

Instructors certified by the DOJ under the CDTP can directly issue a Traffic Education Learner License (TELL) to students who are at least 14-½ years of age, have passed the DOJ/MVD knowledge test, have passed the vision screening and are successfully participating in an OPI/DOJ approved high school traffic education course.

The TELL allows the student to practice driving only when accompanied by an approved instructor or licensed parent or guardian riding in the front seat of the vehicle next to the student. The TELL is valid for one year from the date the test is passed.

### **2. The DOJ Driving Test;**

The DOJ driving test must include the normal basic control skills used in everyday driving: left and right turn; handling traffic and a variety of roadway conditions; applying appropriate visual and perceptual skills; General Attitude and Driving Behavior. The driving test should be conducted in moderate to heavy traffic conditions and include basic driving maneuvers which would provide for an adequate assessment of the student's visual/perceptual, defensive and manipulative driving skills.

**If, in your judgement, the student demonstrates safe driving competence with respect to both skills and judgement, you may "PASS" the student and certify that the DOJ driving test be waived.**

**If you feel the student needs further testing before being licensed, you should not certify the driving test. The student will then be examined by a DOJ examiner.**

### **Certification Requirements**

As documentation that a student has passed the CDTP knowledge and/or driving tests, you must complete certain sections of the OPI "Student List" (Form TE04) and sign the "Certification" sections A and B of Form TE03. The following sections must be completed:

- (a) The student's full legal name as it appears on his or her birth certificate;
- (b) Date of birth, with month-day-year;
- (c) Date course started;
- (d) If applicable, date TEP issued;
- (e) Date course completed;
- (f) Successful course completion status;
- (g) If applicable, certification of the knowledge test;
- (h) If applicable, certification of the driving test.

### **Record Requirements**

All CDTP student test scores must be maintained for a minimum of five years. This requirement is satisfied by keeping on file the School's copy of the "Student List" form as well as their regular class rolls/grade books.

### **Auditing of the CDTP**

In order to maintain program integrity, students who have been certified as waived from having to take the driving test will be randomly selected for DOJ testing. This means that driver license examiners, upon a pre-determined schedule, may administer driving tests to compare results with the schools. Except under the most extreme conditions, if a student has been certified as waived, the DOJ will honor the school's waiver. The audit comparisons will be used to monitor the program as a whole, not to single out any individual student or instructor. However, if a pattern of discrepancies becomes apparent, the DOJ/OPI will work with the school personnel to resolve any problems.

The DOJ and/or OPI may conduct periodic visits to randomly selected classrooms in order to ensure minimum standards are maintained. The intent of the visit is to monitor, assess and strengthen the CDTP effort as a whole.

**HAVE QUESTIONS? CALL 444-1778 OR 444-1779**

## **INSTRUCTOR REVIEW PROCEDURES**

1. When a local driver license examiner (Examiner) observes or learns of an incident(s) of noncompliance by a CDTP qualified driver education instructor (Instructor), the Examiner shall communicate with the Instructor to identify areas of noncompliance and offer information and assistance to correct the incident(s).
2. When an Instructor does not follow the required procedures and policies of the CDTP program and does not respond to the assistance of the Examiner provided as required in number 1 (one) above, the Examiner shall document the incident(s) and report the same to the chief of the Field Operations Bureau (FOB) of the Department of Justice, Motor Vehicle Division in Helena.
3. The FOB Chief or the chief's designee shall review the incident(s) reported by the Examiner. If the chief or the chief's designee believes that the incident(s) warrant further investigation, the chief or designee shall direct the regional driver license examiner (Regional Manager) for the geographic area in which the CDTP program is located to conduct further investigation and review the documentation of the Examiner and the paperwork submitted by the Instructor (applications, TE04, etc.).
4. The Regional Manager shall report his/her findings to the chief of Field Operations Bureau of the Department of Justice, Motor Vehicle Division. The FOB Chief, in consultation with the Office of Public Instruction (OPI) traffic education director, shall determine an appropriate course of action. If it is felt a meeting with the Instructor is warranted, the FOB Chief shall request the Regional Manager schedule a meeting with the Instructor to review items in question and issues that need to be addressed. If it is felt the Examiner has acted in error, the FOB Chief shall request the Regional Manager provide additional assistance to the Examiner.
5. If two or more incidents concerning one Instructor are reported and an investigation establishes they are valid, the FOB Chief shall notify the Instructor that he/she must attend the next available CDTP training class.
6. If the Instructor fails to comply or to respond with favorable improvement, upon consultation with the OPI traffic education director, the FOB Chief shall revoke the Instructor's CDTP approval status. The Instructor may contest the revocation recommendation by filing a written objection to the action and request for hearing with the administrator of the Motor Vehicle Division within 30 days of the date of the notice of revocation. The administrator shall appoint a hearing examiner to preside over a contested case hearing regarding the revocation recommendation and following hearing, submit a proposed decision to the administrator, who shall make the final determination in accordance with the requirements of the Montana Administrative Procedure.

### **ITEMS WHICH CONSTITUTE NONCOMPLIANCE (including, but not limited to:)**

1. The Instructor does not appropriately guard the Department of Justice, Driver License Knowledge Test (DLKT) against theft, copying, or cheating due to one or more of the following:
  - The Instructor does not store the DLKT in a secure location and manner.
  - The Instructor does not administer the DLKT in a supervised setting.
  - The Instructor does not administer the DLKT using appropriate security techniques.
2. The Instructor does not complete the goldenrod copy of the OPI “Certification Page” (TE03—must be signed) and the “Student List” (TE04) and/or does not indicate with an “X” in the appropriate column, those students who were successful and are to be waived from the requirement to take the DLKT at the Driver Exam Station.
3. The Instructor does not forward the goldenrod copy of the “Certification and Student List Page” and all Driver License Applications to the appropriate Driver Exam Station within three days.
4. The Instructor does not issue all students an appropriate Permit:
  - Traffic Education Permit (TEP) – This must be issued if the DLKT is not taken or is not successfully completed.
  - Traffic Education Learner’s License Permit (TELL) – This must be issued if both the vision and the DLKT are successfully completed.
5. The Instructor does not complete the green copy of the “Certification and Student List Page” (forms TE03 and TE04) and/or does not submit them to the appropriate Driver Exam Station, along with the driving test documentation (form 21-1800) if the student is waived from the driving skills test.
6. Driver exam office audit of students, to whom the Instructor gave driving test waivers, indicate repeated driving violations and errors.
7. Driver license applications submitted by the CDTP Instructor are incomplete or completed with errors.
8. Students report they are not receiving the hours of driving time required by law, and/or some of the driving performance training is not provided (i.e., the instructor did not teach parallel parking, or how to complete a legal left hand turn in various types of intersections).

{Prepared by the Montana Department of Justice in consultation with the Office of Public Instruction – November 2001}

## **HOW TO PARTICIPATE**

### **TO APPLY:**

- 1. Complete the “Intent to Participate” form**
- 2. Complete the “Instructor Compliance Affidavit” form**
- 3. Successfully complete DOJ/OPI required training classes**
- 4. Mail completed forms to:**

**Montana Department of Justice  
Motor Vehicle Division  
303 N Roberts  
PO Box 201430  
Helena MT 59620-1430**

### **NEED AN APPLICATION OR HAVE QUESTIONS?**

**CALL: Kristine Thatcher at 444-1778**

**OR**

**Patrick McJannet at 444-1779**

**These forms are on the next two pages; you can also find them online at the OPI website.**

**COOPERATIVE DRIVER TESTING PROGRAM (CDTP)**  
**SCHOOL DISTRICT INTENT TO PARTICIPATE**

School District: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

District Superintendent's Name: \_\_\_\_\_

CDTP Contact Person Name: \_\_\_\_\_

Title: \_\_\_\_\_

CDTP Instructor's name: \_\_\_\_\_ IF DIFFERENT THAN CDTP CONTACT PERSON (above)

Telephone Number: (      ) \_\_\_\_\_

Fax Number: (      ) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

1. This school district offers Traffic Education courses as follows:

Fall Semester ☐

Spring Semester ☐

Summer Semester ☐

2. School Districts must complete and submit the *Intent to Participate* and attach the *Instructor Compliance Affidavits* for each OPI approved Traffic Education Instructor employed by your district.

I certify that our instructors have reviewed, and will comply with, the Cooperative Driver Testing Program. I understand the Department of Justice/Office of Public Instruction may conduct random examinations and/or audits without prior notice, and that the Department reserves the right to cancel or suspend CDTP approval of an instructor and/or school district for noncompliance.

\_\_\_\_\_  
Signature of Responsible School Official

\_\_\_\_\_  
Date

Please mail completed forms to:  
**Montana Department of Justice**  
**Motor Vehicle Division**  
**PO Box 201430**  
**Helena, MT 59620-1430**

**HAVE QUESTIONS? CALL: 444-1778 OR 444-1779**

**COOPERATIVE DRIVER TESTING PROGRAM (CDTP)**  
**INSTRUCTOR COMPLIANCE AFFIDAVIT**

I am currently employed as a high school Traffic Education Instructor by the school listed below, and agree to comply with the provisions of the COOPERATIVE DRIVER TESTING PROGRAM (CDTP). I agree to the following:

1. PERIODICALLY REVIEW THE CDTP PROCEDURES outlined by the Montana Department of Justice (DOJ) and the Office of Public Instruction (OPI).
2. ADMINISTER THE DOJ TESTS only to students actively enrolled in an OPI approved high school Traffic Education Course.
3. CERTIFY THE WAIVER OF THE KNOWLEDGE TEST based on a student correctly answering 82% of the test questions contained in the DOJ knowledge test. Testing will be administered (a) in written form, and (b) in a supervised setting. DOJ knowledge test will not be used for a study guide or quizzes.
4. CERTIFY THE WAIVER OF THE DRIVING TEST only for students who demonstrate skills and judgment sufficient for responsible safe driving and only for those students who have successfully completed the course.
5. ADMINISTER A VISION SCREENING TEST verifying that a student's visual acuity is at least 20/40 in both eyes.
6. MAINTAIN THE RECORDS OF THE DOJ "TESTS" AND OPI "STUDENT LIST" FORMS in a secure location for a minimum period of five years.
7. SUBMIT TO THE DOJ, on the OPI "STUDENT LIST" form (TE04), the names of all students certified to be waived from the DOJ test(s).
8. ADHERE TO THE CURRENT OPI CURRICULUM GUIDELINES.

*I understand that failure to meet the above criteria may disqualify me from program participation. I further understand that the school CDTP contact person will be notified, in writing, of program approval or disapproval.*

Signature of Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

School District Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**HAVE QUESTIONS? CALL 444-1778 OR 444-1779**

**\*Please note: If you intend to instruct classes for more than one school district, this form must be completed for each individual school district.**



## **THE DRIVER LICENSE APPLICATION**

**This application MUST BE COMPLETED IN BLACK INK.** Once the applicant has filled out the driver license application form, go over each field to see if the proper information was entered.

### **SECTION I**

<b>I. All Applicants – Complete Front Side Only</b>				Driver License/ID Card Number		State	Social Security Number	
Full Legal Name Required <b>-Please Print in Black Ink Only</b>								
Last Name			First Name			Middle Name		Suffix ( <i>Jr., Sr., 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup></i> )
Date of Birth (mm/dd/yy)	Sex <input type="checkbox"/> Female <input type="checkbox"/> Male	Eye Color	Weight	Height	Hair Color	Are you a Montana Resident?  <input type="checkbox"/> Yes <input type="checkbox"/> No		
Current Mailing Address				City			State	Zip Code
Current Residential Address				City			State	Zip Code   County
Are you a United States Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No		Place of Birth:	City			State/Province/Country		

**1 – Applicant's Name** The full legal name must be recorded as shown on proper identification documents such as a birth certificate (BC), a passport (PP), a Montana Identification Card (MTID), etc.

**Please stress to students that they must bring their certified birth certificate (issued by the county or state they were born in) to the exam station. This is required for licensure. Photocopy NOT accepted. (Acceptable identification documents are listed in our manual and on our website at [www.doj.mt.gov](http://www.doj.mt.gov))**

**2 – Social Security Number** It is not mandatory that you record the applicant's social security number, but it will be required at the Driver License Exam Station.

**Their Social Security Card or another acceptable form of identification along with their certified birth certificate must be presented at the time of licensure. Photocopies NOT accepted. (Acceptable identification documents are listed in our manual and on our website at [www.doj.mt.gov](http://www.doj.mt.gov))**

**3 – Date of Birth** Date of birth must match with the document used for identification. If it does not, refer the applicant to the exam station.

**Do not proceed if applicant is not 14½ years of age.**

**4 – Applicant Description**

Sex – put an “X” in appropriate box to indicate sex

Eye Color – enter actual color (blue, brown, etc)

.) be sure it doesn't just show “B”

Hair Color – enter natural color (blue, black, blond, red, etc.)

Weight – actual weight (120, 165, etc.)

Height – enter in feet and inches (5'6”, 6'0”, etc.)

5 – **Montana Resident** Appropriate box needs to be marked to indicate if student is currently a Montana resident or not.

6 – **Current Mailing Address** Enter the full Montana mailing address.

7 – **Current Residency Address** Must be a physical address. **Proof of residency will be required at time of licensure. (Acceptable proof of residency is listed in our manual and on our website at [www.doj.mt.gov](http://www.doj.mt.gov))**

8 – **United States Citizenship and Place of Birth** Complete as accurately as possible.

## SECTION II

**II. Please check the type of document for which you are applying:** ☐ Driver License ☐ Motorcycle Endorsement ☐ Replacement License

1 – **Type of document applying for** “Driver License” box should be marked for driver education students.

## SECTION III

### III. Driver License Applicant

In the past 10 years, have you held a valid driver license or commercial driver license from any jurisdiction (state) other than Montana? If yes, please list all states: \_\_\_\_\_

☐ Yes ☐ No

Has your driver license or privilege to drive ever been suspended, revoked, cancelled, disqualified, or withdrawn by another state or jurisdiction? \_\_\_\_\_

☐ Yes ☐ No

Do you suffer from any chronic or potentially chronic condition that may cause a loss of consciousness or control? \_\_\_\_\_

☐ Yes ☐ No

Do you have any physical or mental condition that impairs or may impair your ability to exercise ordinary and reasonable control in the safe operation of a motor vehicle on the highway? \_\_\_\_\_

☐ Yes ☐ No

Do you rely on any adaptive equipment or operational restrictions to attain the ability to exercise ordinary and reasonable control in the safe operation of a motor vehicle on the highway? \_\_\_\_\_

☐ Yes ☐ No

**All questions in Section III must be answered by marking appropriate box with an “X”.**

**\* IF ANY QUESTIONS ARE MARKED “YES” OTHER THAN THE FIRST QUESTION, DO NOT PROCESS THE STUDENT, BUT SEND THEM TO THE EXAM STATION FOR TESTING. STUDENT MAY STILL PARTICIPATE IN PROGRAM, BUT MUST TEST AT EXAM STATION.**

**SECTION IV** Not required to be completed.

## SECTION V

### V. Minor Applicant:

I certify under penalty of law that the above information and answers are true and correct. I understand that any false or misleading statement on my application may result in criminal prosecution, cancellation of any license or card issued and/or my disqualification for a period of 60 days.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Applicant must sign and date application.**

**THIS LOWER PORTION OF THE DRIVER LICENSE APPLICATION MUST BE FILLED OUT IF APPLICANT IS LESS THAN 18 YEARS OF AGE.**

## **SECTION VI**

### **VI. Parental Consent for a Minor**

I certify that as a parent or legal guardian of the above named minor applicant, I consent to the issuance of a driver license to the minor applicant and assume obligation imposed under Montana Code Annotated § 61-5-108.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**A parent must sign unless they are unavailable. A parent is considered unavailable if:**

- **They reside in another state.**
- **They are hospitalized with extended illness.**
- **They are incarcerated.**

**A step-parent may sign if the child was legally adopted.**

**This portion of the form must be signed in the presence of a notary or authorized department employee and recorded in Section VI.**

## **SECTION VII**

### **VII. Notarization or Verification of Parent Signature**

Parent Signature Verified by me on \_\_\_\_\_ Signature of MVD Employee: \_\_\_\_\_ Or,

Subscribed and affirmed before me on (date): \_\_\_\_\_ Notary Signature: \_\_\_\_\_

County of: \_\_\_\_\_ Printed Name: \_\_\_\_\_

State of: \_\_\_\_\_ Title and Rank: \_\_\_\_\_

(SEAL)

Notary for the State of: \_\_\_\_\_

Residing at: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**Driver education instructor is considered an authorized department employee and can verify parent's signature. Instructor must complete the following:**

- 1 – Date parent's signature was verified.**
- 2 – Signature of driver education instructor.**
- 3 – Printed name of instructor with "DEI" (driver education instructor) written after name.**

**IF NO PARENTAL SIGNATURE APPEARS, THE APPLICANT MUST BE PROCESSED AT THE EXAM STATION.**

## **BACKSIDE OF APPLICATION**

<b>APPLYING FOR:</b> <input type="checkbox"/> Original <input type="checkbox"/> Replacement <input type="checkbox"/> Upgrade <input type="checkbox"/> Class D <input type="checkbox"/> Motorcycle Endorsement (MC)				License Number: _____	
Date: _____    Fees Received: _____		<b>Documents Reviewed:</b> Authorized Presence Doc: _____    Primary ID Doc: _____ <input type="checkbox"/> PDPS			
Receipt #: _____    Special handling: _____		CDTF Inst. ID Doc: _____		Secondary ID Doc: _____	
<b>VISION TEST:</b>		Left Without Glasses    20 / With Glasses / Contacts    20 /	Right 20 / 20 /	Both Eyes 20 / 20 /	Color Perception <input type="checkbox"/> Present <input type="checkbox"/> Absent
<b>HEARING TEST:</b> <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Check if wearing hearing aid			<b>General Physical Condition:</b>		

**Applying For** Mark "Original" box with an "X" and "Class D" box with an "X".

1 - **Special Handling** Note here if test is given orally.

2 – **Documents Reviewed: "CDTF Inst. ID Doc:"** Indicate the type of identification document presented for Primary Identification; this will usually be a birth certificate (BC), passport (PP), Montana Identification card (MTID), MT tribal ID, etc. Indicate what was shown for Secondary Identification, such as social security card, health insurance card, school ID, etc.

3 – **Vision Test – (Use Snellen Eye Chart)**

**Circle either "Without Glasses", "With Glasses" or "Contacts", which ever is appropriate.**

The three parts of the vision test must be recorded in this part of the form: LEFT, RIGHT, and BOTH EYES together. Enter "P" for pass (20/40 vision or better) or "F" for fail.

**Use the WITHOUT GLASSES line** if the applicant is not wearing corrective lenses when you check their vision.

**Use the WITH GLASSES/CONTACTS line** if the applicant was tested with either glasses or contacts. Will need to be restricted to "Corrective Lenses" (see area #8, "Restrictions")

**If applicant passes with only one eye**, mark "P" for pass in that area and "F" for fail in the appropriate area.

You may still issue a TELL, but restrict them to "Left Outside Mirror" and also "Corrective Lenses" if appropriate (see area #8, "Restrictions").

**IF THE APPLICANT FAILS THE VISION SCREENING:**

**THE STUDENT SHOULD STILL BE ALLOWED TO TAKE THE KNOWLEDGE TEST. IF THEY PASS THE KNOWLEDGE TEST, DO NOT ISSUE A TELL; INSTEAD, SEND THEM TO THE EXAM STATION.**

4 – **Hearing Test** If applicant is wearing a hearing aid or has poor hearing, they must be restricted to LEFT OUTSIDE MIRROR (see area #8, "Restrictions").

5 – **General Physical Condition** If applicant's physical condition appears normal, list it here as "GOOD".

List any physical impairment (missing fingers or limbs). **DO NOT WAIVE THE STUDENT FROM SKILLS TEST IF THERE IS ANY PHYSICAL IMPAIRMENT.**

## ADMINISTERING THE WRITTEN KNOWLEDGE TEST

### - Instructing the Applicant

Issue the student one of the written tests (CDTP-1 through CDTP-5). The following procedures must be followed when taking the written test. Instruct the applicant:

- Select only one answer by marking an "X" on the answer sheet.
- Sign the answer sheet.
- No talking permitted
- No use of books, notes or electronic devices (i.e. cell phones, etc.)
- When finished, give the test and the answer sheet to the instructor.

### - Grading the Written Knowledge Test

Use RED ink to mark INCORRECT answers.

Using the test overlay, mark any answer that is not correct.

Do not mark the question if it is answered correctly.

Students are allowed to miss six questions and pass. Each question is worth three points (82% required to pass).

Recommend you allow the student to review their test in your presence, but **YOU MUST RETAIN THE TEST.**

### 6 - Knowledge Testing Results Record written test results.

1-Date – date of exam

2-Type – mark "DL" box with an "X"

3-Examiner - Instructor's last name and school

4-Type/Score - mark "Paper" box with an "X" and **write passing score in BLACK ink (82% or above) or failing score in RED ink (anything below 82%).** Record test number used (CDTP1-CDTP5)

DRIVER LICENSE (Class D) or MOTORCYCLE (MC):				
<b>Knowledge Testing Results</b>				
	Date:	Type:	Examiner:	Type/Score
1		<input type="checkbox"/> DL <input type="checkbox"/> MC		<input type="checkbox"/> Auto <input type="checkbox"/> Paper
2		<input type="checkbox"/> DL <input type="checkbox"/> MC		<input type="checkbox"/> Auto <input type="checkbox"/> Paper
3		<input type="checkbox"/> DL <input type="checkbox"/> MC		<input type="checkbox"/> Auto <input type="checkbox"/> Paper
<b>Permit Issued:</b> <input type="checkbox"/> Learner License <input type="checkbox"/> Traffic Education Learner License <input type="checkbox"/> Motorcycle Learner's License				

<b>Skills Testing Results</b>				
	Date:	Type:	Examiner:	Score:
1		<input type="checkbox"/> DL <input type="checkbox"/> MC		
2		<input type="checkbox"/> DL <input type="checkbox"/> MC		
3		<input type="checkbox"/> DL <input type="checkbox"/> MC		

If student fails written test at school and takes second test at exam station, permit expiration date will be one year from date the test was successfully passed.

The instructor will be allowed to give NO more than 3 written tests. After 3 unsuccessful attempts, the student must report to an exam station and pay the appropriate fees to retest.

7 – **Permit Issued** If written test is passed by applicant and a TELL is issued; mark an “X” in the Traffic Education Learner License box.

8 – **Restrictions** If applicant has any restrictions (Corrective Lenses, Left Outside Mirror, Hearing Aid), mark an “X” in the appropriate box. The “Examiner” and “Date” portions are to be completed by MVD staff upon license issuance.

	Type:	Examiner:	Set # / Score:	<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____			
	<input type="checkbox"/> DL		<input type="checkbox"/> Auto				
	<input type="checkbox"/> MC		<input type="checkbox"/> Paper				
	<input type="checkbox"/> DL		<input type="checkbox"/> Auto				
	<input type="checkbox"/> MC		<input type="checkbox"/> Paper				
	<input type="checkbox"/> DL		<input type="checkbox"/> Auto				
	<input type="checkbox"/> MC		<input type="checkbox"/> Paper				
<b>Permit Issued:</b> <input type="checkbox"/> Learner License <input type="checkbox"/> Traffic Education Learner License <input type="checkbox"/> Motorcycle Learner's License							
<b>License / ID Issued:</b> <input type="checkbox"/> Driver License <input type="checkbox"/> MC Only							
<b>Endorsements:</b> <input type="checkbox"/> Motorcycle							
<b>Restrictions:</b>							
<input type="checkbox"/> CL – Corrective Lenses	<input type="checkbox"/> RS – 45-55 MPH	<input type="checkbox"/> SC – To/From School	<input type="checkbox"/> RA – Restricted Area				
<input type="checkbox"/> LM – Left Outside Mirror	<input type="checkbox"/> NI – No Interstate	<input type="checkbox"/> BU – To/From Bus	<input type="checkbox"/> NR – No Recreational (Driving)				
<input type="checkbox"/> DO – Daylight Only	<input type="checkbox"/> PV – Provisional	<input type="checkbox"/> OC – Occupational	<input type="checkbox"/> EO – Essential Only				
<input type="checkbox"/> NW – No Inclement Weather	<input type="checkbox"/> AT – Automatic Transmission Only	<input type="checkbox"/> Other (specify):					
<b>Examiner:</b> _____			<b>Date:</b> _____				

## **ISSUING THE TRAFFIC EDUCATION LEARNER'S PERMIT (TELL)**

Issue a TELL (form MVD/CDTP-1) when the student is successful on the knowledge test **and** vision requirements.

This permit is **valid for one year from the date the knowledge test is successfully passed.**

DRIVER'S LICENSE RECEIPT – STATE OF MONTANA – FIELD OPERATIONS BUREAU			
DATE:	DRIVER'S LICENSE NUMBER:		
NAME:			
ADDRESS:			
CITY:	STATE:	ZIP:	
RESTRICTIONS:	LICENSE: Class D		
DOB:	SEX:	WT:	HT: HAIR: EYES:
APPLICANT SIGNATURE:			
<b>TRAFFIC EDUCATION LEARNER'S LICENSE:</b> Good for operation of Class D Vehicle only when accompanied by a licensed parent or driver education instructor occupying the seat beside the driver.			
Exp. Date:			
Examiner/ Instructor	Station/ School	Date:	

Each line on the MVD/CDTP-1 form is to be completed with the following information:

**DATE:** Date the permit is issued.

**DRIVER LICENSE NUMBER:** Write "See Dispatch".

**NAME:** Legal name of applicant, as recorded on the application.

**ADDRESS:** Full physical address, including state and zip code.

**RESTRICTIONS:** If listed on the application, fill in here (i.e. left outside mirror, corrective lenses, etc).

**LICENSE CLASS D:** TELL permit.

**DOB:** Date of birth as recorded on the application.

SEX: Male or Female.

WT: Actual weight of student - 130, 118, etc.

HT: Height of student in feet and inches - 5'4", 6', etc.

HAIR: Color of hair.

EYES: Color of eyes.

APPLICANT'S SIGNATURE: Student signs with his usual signature.

EXP. DATE: Expiration date is one year from date the knowledge test is successfully passed.

EXAMINER/INSTRUCTOR: The instructor's name.

STATION/SCHOOL: The name of the school issuing the permit.

DATE: The date the permit is signed, which should be the same as the date of issue.

NOTE: A student will only be considered participating in the CDTP program while the course is being given. Once the green completion sheet reaches the driver exam station; any unsuccessful students on the knowledge test, or incomplete students will be treated as students not participating. They will be required to present identification and proof of residency documents, pay the licensing fee and follow standard procedures including the six month permit holding period.

If the student loses the TELL, they must go to the exam station to obtain a replacement. They must present identification and a \$10.00 replacement fee may apply.



## **DISTRIBUTION OF PAPER WORK AFTER THE KNOWLEDGE TEST IS GIVEN**

**DELIVER TO THE DRIVER EXAM STATION WITHIN THREE WORKING DAYS:**

**1. The Gold TE04 Student List**

**The TE04 Student List must provide student's name, date of birth and an "X" in the proper column for each student you certify as passing the knowledge test.**

**2. All Driver License Applications, successful and unsuccessful.**

**PLEASE BE SURE the driver license application has all sections properly filled out with necessary signatures, etc.**

## **ADMINISTERING AND SCORING THE ROAD TEST**

To administer the road test, certain procedures must be followed. They are:

- ◆ Instructing the applicant
- ◆ Giving Traffic Directions
- ◆ Using the test form
- ◆ Scoring Standards for each maneuver

**NOTE: IF THE DRIVER DOES NOT OBEY TRAFFIC LAWS OR CAUSES AN ACCIDENT DURING THE TEST, THEY ARE AUTOMATICALLY DISQUALIFIED. NO MATTER WHAT POINT YOU'RE AT, STOP TESTING.**

### **INSTRUCTING THE APPLICANT**

Before beginning the road test, read these instructions to the driver. Repeat any part as necessary:

"During the road test, I will give you directions as we go along. I will always give directions for turns and so on as far in advance as possible."

"There will be no trick directions to get you to do something illegal or unsafe."

"As we go along, I will be making various marks on the test form. When you see this, it does not necessarily mean you have done anything wrong. Keep your concentration on your driving and remain focused at all times."

### **GIVING TRAFFIC DIRECTIONS**

When the driver is ready, get into the vehicle with the driver and begin giving directions for following the road test route.

Give directions clearly, well in advance of the maneuver, but not so early that it could cause confusion (telling them to turn at the next intersection when there is another intersection you would go through before the one you want them to use).

Ex: "At the first intersection, turn right."

Ex: "At the stop sign, turn left."

Directions can be combined.

Ex: "Immediately after you complete your right turn, you will have to turn left into that road over there."

Avoid using commercial signs or buildings as landmarks for directions (the applicant may not be familiar with the area).

Traffic signs may be used to give directions. Ex: "Turn right at the next stop sign."

Check the traffic and the driver's attention before giving directions.

Giving directions at standard locations is best, but you may have to give them earlier or later, if the driver is busy attending to traffic.

There are four sections to scoring the road test:

- | STATE OF MONTANA  |           | DEPARTMENT OF JUSTICE   |         | MOTOR VEHICLE DIVISION |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
|---|-----------|---|---------|------------------------|---------|------|---------|---|--|--|--|---|--|---|-------|---|--|--|--|---|------|--|--|--|--|---|-----------|--|--|--|--|---|--|-----------------------------|-----|--------------------|-----|---|-----|-----------------------------|-----|--------------------------|-----|------------|-----|----------------------|-----|---------------------------|-----|--------------|-----|---------------|-----|---------------------------|-----|----------------------|-----|------------------|-----|------------------------|-----|---|-----|--------------------|-----|-------------|-----|---|--|--------------------|-----|-----|-----|--|--|--|--|
| <b>Applicants Name (Please Print)</b><br><div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em;"></div>   |           | <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 35%;">Station</th> <th style="width: 35%;">Date</th> <th style="width: 25%;">Results</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td></tr> </tbody> </table> |         |                        | Station | Date | Results | 1 |  |  |  | 2 |  |   |       | 3 |  |  |  | 4 |      |  |  | D/L # _____ DOB _____<br><br>Applicant Signature _____<br><br>Signature of Examiner/Instructor _____ |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
|   | Station   | Date  | Results |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| 1   |           |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| 2   |           |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| 3   |           |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| 4   |           |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| <b>GENERAL DRIVING BEHAVIOR</b><br><div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> Used brakes properly (smooth braking, no riding or pumping)<br/> <input type="checkbox"/> Proper steering (no over/under, one finger)<br/> <input type="checkbox"/> Understood controls<br/> <input type="checkbox"/> General car control<br/> <input type="checkbox"/> Attitude </div> <div style="width: 48%;"> <input type="checkbox"/> Accident<br/> <input type="checkbox"/> Committed dangerous act<br/> <input type="checkbox"/> Put vehicle over sidewalk, lanes, stop lines<br/> <input type="checkbox"/> Failed to obeyed all traffic signs, signals and laws </div> </div>                      |           |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| <b>DRIVING TEST</b>   |           |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| <div style="border: 1px solid black; padding: 5px; text-align: center; font-weight: bold;">1</div> <b>TURN</b><br><br><table style="width: 100%;"> <tr> <td style="width: 10%;">R</td> <td style="width: 10%;">Signal</td> <td style="width: 10%;">1</td> <td style="width: 10%;">2</td> <td style="width: 10%;">3</td> <td style="width: 50%;"></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>I</td> <td>Speed</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>G</td> <td>Lane</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>H</td> <td>Wheel Str</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>T</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> |           | R   | Signal  | 1                      | 2       | 3    |         |   |  |  |  |   |  | I | Speed |   |  |  |  | G | Lane |  |  |  |  | H | Wheel Str |  |  |  |  | T   |  |                             |     |                    |     | <div style="border: 1px solid black; padding: 5px; text-align: center; font-weight: bold;">2</div> <b>TRAFFIC DRIVING</b><br><br><table style="width: 100%;"> <tr><td>Starting (from curb-signal)</td><td>( )</td></tr> <tr><td>Stop Sign or Light</td><td>( )</td></tr> <tr><td>Stop line</td><td>( )</td></tr> <tr><td>Judgment of Distance</td><td>( )</td></tr> <tr><td>Judgment of Intersection</td><td>( )</td></tr> <tr><td>Head check</td><td>( )</td></tr> <tr><td>Correct Lane</td><td>( )</td></tr> <tr><td>Attention (signs-signals)</td><td>( )</td></tr> <tr><td>Stalls Motor</td><td>( )</td></tr> <tr><td>Use of Clutch</td><td>( )</td></tr> <tr><td>Right of Way, Ped. Veh</td><td>( )</td></tr> <tr><td>Attention to Driving</td><td>( )</td></tr> <tr><td>Shifting Ability</td><td>( )</td></tr> <tr><td>Use of Horn</td><td>( )</td></tr> </table> |     | Starting (from curb-signal) | ( ) | Stop Sign or Light       | ( ) | Stop line  | ( ) | Judgment of Distance | ( ) | Judgment of Intersection  | ( ) | Head check   | ( ) | Correct Lane  | ( ) | Attention (signs-signals) | ( ) | Stalls Motor         | ( ) | Use of Clutch    | ( ) | Right of Way, Ped. Veh | ( ) | Attention to Driving  | ( ) | Shifting Ability   | ( ) | Use of Horn | ( ) | <div style="border: 1px solid black; padding: 5px; text-align: center; font-weight: bold;">3</div> <b>SKILL TEST</b><br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> Parallel Parking _____ ( )<br/> Parking Between Flags _____ ( ) </div> <div style="width: 48%;"></div> </div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th style="width: 25%;">Driving Test Score</th> <th style="width: 12.5%;">1st</th> <th style="width: 12.5%;">2nd</th> <th style="width: 12.5%;">3rd</th> </tr> <tr> <td style="height: 40px;"></td> <td></td> <td></td> <td></td> </tr> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> Examiner _____ </div> <div style="width: 48%;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> Successful 7    Unsuccessful 8 </div> <div style="width: 48%;"></div> </div> |  | Driving Test Score | 1st | 2nd | 3rd |  |  |  |  |
| R   | Signal    | 1   | 2       | 3                      |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
|   |           |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| I   | Speed     |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| G   | Lane      |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| H   | Wheel Str |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| T   |           |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| Starting (from curb-signal)   | ( )       |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| Stop Sign or Light  | ( )       |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| Stop line   | ( )       |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| Judgment of Distance  | ( )       |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| Judgment of Intersection  | ( )       |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| Head check  | ( )       |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| Correct Lane  | ( )       |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| Attention (signs-signals)   | ( )       |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| Stalls Motor  | ( )       |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| Use of Clutch   | ( )       |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| Right of Way, Ped. Veh  | ( )       |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| Attention to Driving  | ( )       |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| Shifting Ability  | ( )       |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| Use of Horn   | ( )       |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| Driving Test Score  | 1st       | 2nd   | 3rd     |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
|   |           |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| <div style="border: 1px solid black; padding: 5px; text-align: center; font-weight: bold;">1</div> <b>TURN</b><br><br><table style="width: 100%;"> <tr> <td style="width: 10%;">L</td> <td style="width: 10%;">Signal</td> <td style="width: 10%;">1</td> <td style="width: 10%;">2</td> <td style="width: 10%;">3</td> <td style="width: 50%;"></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>E</td> <td>Speed</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>F</td> <td>Lane</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>T</td> <td>Wheel Str</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>   |           | L   | Signal  | 1                      | 2       | 3    |         |   |  |  |  |   |  | E | Speed |   |  |  |  | F | Lane |  |  |  |  | T | Wheel Str |  |  |  |  | <div style="border: 1px solid black; padding: 5px; text-align: center; font-weight: bold;">2</div> <b>TRAFFIC DRIVING</b><br><br><table style="width: 100%;"> <tr><td>Starting (from curb-signal)</td><td>( )</td></tr> <tr><td>Stop Sign or Light</td><td>( )</td></tr> <tr><td>Stop line</td><td>( )</td></tr> <tr><td>Judgment of Distance</td><td>( )</td></tr> <tr><td>Judgment of Intersection</td><td>( )</td></tr> <tr><td>Head check</td><td>( )</td></tr> <tr><td>Correct Lane</td><td>( )</td></tr> <tr><td>Attention (signs-signals)</td><td>( )</td></tr> <tr><td>Stalls Motor</td><td>( )</td></tr> <tr><td>Use of Clutch</td><td>( )</td></tr> <tr><td>Right of Way, Ped. Veh</td><td>( )</td></tr> <tr><td>Attention to Driving</td><td>( )</td></tr> <tr><td>Shifting Ability</td><td>( )</td></tr> <tr><td>Use of Horn</td><td>( )</td></tr> </table> |  | Starting (from curb-signal) | ( ) | Stop Sign or Light | ( ) | Stop line   | ( ) | Judgment of Distance        | ( ) | Judgment of Intersection | ( ) | Head check | ( ) | Correct Lane         | ( ) | Attention (signs-signals) | ( ) | Stalls Motor | ( ) | Use of Clutch | ( ) | Right of Way, Ped. Veh    | ( ) | Attention to Driving | ( ) | Shifting Ability | ( ) | Use of Horn            | ( ) | <div style="border: 1px solid black; padding: 5px; text-align: center; font-weight: bold;">3</div> <b>SKILL TEST</b><br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> Parallel Parking _____ ( )<br/> Parking Between Flags _____ ( ) </div> <div style="width: 48%;"></div> </div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th style="width: 25%;">Driving Test Score</th> <th style="width: 12.5%;">1st</th> <th style="width: 12.5%;">2nd</th> <th style="width: 12.5%;">3rd</th> </tr> <tr> <td style="height: 40px;"></td> <td></td> <td></td> <td></td> </tr> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> Examiner _____ </div> <div style="width: 48%;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> Successful 7    Unsuccessful 8 </div> <div style="width: 48%;"></div> </div> |     | Driving Test Score | 1st | 2nd         | 3rd |   |  |                    |     |     |     |  |  |  |  |
| L   | Signal    | 1   | 2       | 3                      |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
|   |           |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| E   | Speed     |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| F   | Lane      |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| T   | Wheel Str |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| Starting (from curb-signal)   | ( )       |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| Stop Sign or Light  | ( )       |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| Stop line   | ( )       |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| Judgment of Distance  | ( )       |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| Judgment of Intersection  | ( )       |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| Head check  | ( )       |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| Correct Lane  | ( )       |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| Attention (signs-signals)   | ( )       |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| Stalls Motor  | ( )       |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| Use of Clutch   | ( )       |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| Right of Way, Ped. Veh  | ( )       |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| Attention to Driving  | ( )       |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| Shifting Ability  | ( )       |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| Use of Horn   | ( )       |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| Driving Test Score  | 1st       | 2nd   | 3rd     |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
|   |           |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |
| <b>RESTRICTIONS</b> _____<br>_____<br>_____   |           |   |         |                        |         |      |         |   |  |  |  |   |  |   |       |   |  |  |  |   |      |  |  |  |  |   |           |  |  |  |  |   |  |                             |     |                    |     |   |     |                             |     |                          |     |            |     |                      |     |                           |     |              |     |               |     |                           |     |                      |     |                  |     |                        |     |   |     |                    |     |             |     |   |  |                    |     |     |     |  |  |  |  |

## SCORING THE TEST

Use DOJ 21-1800 CDTF to score the final drive.

Do not mark an item if it is performed correctly.

Mark UNSATISFACTORY maneuvers with a slash (/) in the box to the right of the corresponding function.

Score an item at the predetermined location.

**1**

## **URNS**

The first row of boxes is for the first turn, second row for the second turn, etc.

Turns are scored by four steps: SIGNAL, SPEED, LANE, and WHEELS STRAIGHT. SCORING STANDARDS explains acceptable maneuvers.

**2**

## **RAFFIC DRIVING**

There will be adequate intersections on your route for each item in this section to be scored. An intersection with traffic lights can be scored as one with a stop sign, and vice-versa. Through or stop intersections can be scored in whatever order they occur.

**3**

## **SKILL TEST**

The driver will park in a space to his right. Have the applicant drive past the parking space and back into it.

Instructions: Point out the parking space to the applicant, and say:

"Drive by the parking space and back into it. Try to get your vehicle completely into the space. When you are parked, let me know."

See the SCORING STANDARDS for an explanation of acceptable maneuvers.

**4**

## **ENERAL DRIVING BEHAVIOR**

This section will cover driving behavior done at other than the pre-determined locations on the route. If the driver makes an error that doesn't fit in this section, ignore it.

## **SCORING STANDARDS**

### **URNS**

#### **SIGNAL**

Driver activates signal 100 feet before turning (right for right turn, left for left turn). Indicator lights will flash - clicking noise heard.

#### **SPEED**

Driver takes foot off accelerator.  
Brakes gradually, evenly.

#### **LANE**

Driver is in appropriate lane for turn - for right turns, in right most lane, but not over markings on left side of lane. For left turns, in left most lane, but not over lane markings.

#### **WHEELS STRAIGHT**

Wheels are straight ahead if a stop is necessary, or pausing for traffic.

## **TRAFFIC DRIVING**

### STARTING FROM CURB-SIGNAL

Must signal before and while pulling into street.  
Use head check for existing traffic.

### STOP SIGN OR LIGHT

Vehicle must come to a full stop. Must not roll forward or backward.

### STOP LINE

Vehicle is not out in the intersection,  
not over the stop line,  
not past the stop sign or other marker.

### JUDGEMENT OF DISTANCE

Vehicle blends smoothly with other traffic.  
No hard (sharp) turns into traffic.

### JUDGEMENT OF INTERSECTION

Applicant uses head/body movements to left and right, eye contact with other drivers, pedestrians; uses mirrors.

### HEAD CHECK

Applicant uses head/body movements to the left (mirror), eye contact with other drivers, pedestrians; uses mirrors.

### CORRECT LANE

Keeps to center of lane - no wandering.

### ATTENTION (SIGNS/SIGNALS)

Traffic signs and signals are observed at all times. (speed zones, one ways, yield or stop signs)

### STALL MOTOR

Applicant does not stall engine at any time during test.

### USE OF CLUTCH

Always used clutch to shift.  
Did not over rev or lug engine.  
Did not coast with the clutch in.  
Did not ride the clutch to control speed.  
Did not 'snap' clutch.

### RIGHT OF WAY, PED.VEH

Yields to pedestrians and other traffic already at or in intersections.

### ATTENTION TO DRIVING

Notice if driver is observing the traffic environment ahead, on both sides (head/body movements to left and right, eye contact with other drivers and pedestrians), and to the rear (through the mirrors).

### SHIFTING ABILITY

No grinding or clashing of gears.

Kept in gear, not over-revving or lugging engine.

### USE OF HORN

Uses horn only for emergency situations - not to scare or freeze possible hazard.

## **SKILL TEST**

### BACKING

Driver uses mirrors and a head check to look before backing.

Use of the turn signal is optional.

### PARKING ON HILL

The wheels are turned toward the curb after parking.

### PARALLEL PARKING

Vehicle is within 18 inches of the curb.

None of the wheels are over/on the curb entirely.

Wheels are not turned toward the street.

Vehicle is in park; parking brake is on if parked up or down hill.

## **GENERAL DRIVING BEHAVIOR**

### USED BRAKES PROPERLY (SMOOTH BRAKING, NO RIDING OR PUMPING)

Driver did not ride the brake.

Brakes applied smoothly with steady pressure.

No hard braking or pumping.

### PROPER STEERING (NO OVER/UNDER, ONE FINGER)

Driver kept both hands on the wheel.

No palming of steering wheel.

Didn't under or over control steering.

### UNDERSTOOD CONTROLS

Knows how to use turn signal indicator, dim headlights, etc.

### GENERAL CAR CONTROL

Handled vehicle well and did not seem unable to control it at any time.

### ATTITUDE

Courteous to other drivers, pedestrians.

Drove defensively during test.

### DROVE W/O ACCIDENT

Had no physical contact with (bump into) other vehicles, objects, pedestrians, animals, etc.

### COMMITTED DANGEROUS ACT

Applicant fails to use signal **and** head or mirror check when pulling away from the curb.

Other drivers, pedestrians, or applicant forced to take evasive actions.

### NEVER PUT VEHICLE OVER SIDEWALK, LANES, STOP LINES

Vehicle did not go up on curb or sidewalk.

Generally kept in correct lane.

Did not encroach on traffic control pavement markings, stop lines, etc., when pedestrian was present.

Examiner never thrown to left, right, or forward - wears seat belt.

### OBEYED ALL TRAFFIC SIGNS, SIGNALS, AND LAWS

Generally obeyed signs and signals.

Did not speed, roll through stops, or ignore traffic laws.

(Note: Only mark if the applicant committed an obvious serious violation, or persistently ignored traffic laws - don't mark if one or two minor inadvertent violations were made.)

## **COMPUTING THE APPLICANT'S SCORE**

Go over the form and check that everything is marked clearly and correctly.

Carefully add up the number of marked boxes and write the total in the DRIVING TEST SCORE area.

- **A score of 7 or under passes, 8 or more fails. Circle the appropriate one.**
- **Enter your initials in the Examiner section.**
- **MAKE SURE APPLICANT'S NAME IS PRINTED ON THE FORM.**
- **MAKE SURE YOU, THE INSTRUCTOR, SIGN THE FORM.**

## **DISTRIBUTION OF PAPERWORK AFTER COURSE COMPLETION**

### **DELIVER TO DRIVER EXAM STATION**

1. The green TE04 student list page.
2. The 21-1800 driving test forms, for successful students you want certified for waiver. This form is sent in only if student is waived from drive test.
3. A completed copy of form TE03 and TE04, showing proper verification signature, listing student's name, date of birth, course completed date, and indication that the DOJ driving test is certified as waived. (The TE03 Student list is not valid unless accompanied by a signed TE03. Driver examiners cannot accept the TE04 without the TE03.)

### **KEEPING RECORDS**

Maintain records of knowledge test scores for five (5) years, keeping on file a copy of the CERTIFICATION (TE03) and STUDENT LIST FORM (TE04) as well as the regular class role/grade books.

**NOTE:** Please advise your students who were not successful on their drive test when you will deliver the paper work (TE03 & TE04) to the driver exam station. This gives them a general idea of when they may re-test.

### **APPOINTMENT SCHEDULING**

Appointment scheduling is now required in the Helena, Townsend, Bozeman, Columbus, Red Lodge, Billings and Hardin driver exam stations. Your students may go online to schedule an appointment for retaking the knowledge test or to schedule their license completion. The website address is: [www.doj.mt.gov/driving](http://www.doj.mt.gov/driving).

Road test appointments are made by calling toll free 1-866-444-



## **QUICK REFERENCE GUIDE TO “CDTP” PROCEDURES**

1. OPI approved traffic education teacher successfully completes CDTP “Certification Training” offered by DOJ/OPI
2. Teacher has school Administrator/Board sign an “Intent to Participate”
3. Teacher signs the “Instructor Compliance Affidavit”
4. Teacher sends these completed forms into Helena headquarters (pg. )
5. Teacher receives official DOJ/OPI Certification Cards
6. Teacher/school receives official certification from DOJ
7. Teacher/Supervisor picks up a supply of the following from their local driver exam station:  
**You must have in your possession your CDTP card to exhibit to the examiner.**
  - ✓ Driver License Application Forms
  - ✓ TEP Restricted Instruction Permit
  - ✓ TELL Permit
  - ✓ Driver License Knowledge Tests
  - ✓ Road Test Form
  - ✓ Driver License Manuals

**NOTE: Please call the local exam station to set up a time to pick up supplies!**

8. School offers/conducts OPI/DOJ approved high school Traffic Education Course.
9. During the first few days of the course:
  - ✓ Students are given their driver license application to complete and take home for notarized parent signature and return with their Birth Certificate.
  - ✓ Students return signed and notarized driver license application and a copy of their Birth Certificate to the instructor.
  - ✓ All students are “screened” for vision (minimum 20/40)
  - ✓ Teacher notes results on driver license applications (DLA)
  - ✓ Teacher compares name on DLA and Birth Certificate
  - ✓ Teacher notes on the DLA that they have seen the Birth Certificate and then returns the Birth Certificate to the student to take home.
10. Teacher administers the DOJ Driver License Knowledge Test (DLKTest) in a supervised setting.
11. Teacher collects and scores the DLKTest
12. Teacher records score on DLA and then destroys the knowledge written tests
13. Teacher issues all students an appropriate permit: (pg. 7 )
  - TELL (if DLKTest is successfully completed). Remember students must be at least 14 ½ years old to be issued a TELL.

- TEP (Restricted Instruction Permit) Is issued if DLKTest is not taken or not successfully completed. Only available when participating in driver education course.
14. The teacher completes the Goldenrod Copy of the OPI “Certification Page” (TE03, must be signed) and “Student List (TE04)” page. Indicate, with an “X” in the appropriate column, those students who were successful and are to be certified to be waived from the requirement to take the DOJ Knowledge Test at the driver exam station.
  15. **Within three working days, the teacher forwards the Goldenrod copy of the “Certification” and “Student List Page” along with all Driver License Applications to the appropriate driver exam station.**
  16. Teacher/School stores DLKTest results for at least five (5) years.
  17. Teacher continues to conduct Traffic Education course and all other knowledge and driving tests.
  18. Teacher administers DOJ “Driving Test” to all students.
  19. Teacher delivers the Green Copy of the “Certification and Student List Page” to the appropriate Driver Exam Station, along with the 21-1800 CDTP driving test forms of the students for which the road test is being waived. The White Copy of the form goes to OPI and the Pink Copy is kept for your records. The “Driving Test” results are kept for at least five (5) years.
  20. Successful DE students who are at least 15 years of age are eligible to ‘upgrade’ to a Learner License, which allows them to drive with a licensed driver over 18 if they have their parents’ permission. Or, they can go straight to a 1<sup>st</sup>-year Restricted Montana driver license if:
    - a) they have held a permit for 6-months
    - b) their parents sign the GDL “Parental Certification”, and
    - c) they have passed the drive test
  21. Student goes to the local Driver Exam Station.
  22. Student brings original or certified birth certificate, valid passport.
  23. Student provides proof of residency.
  24. Student purchases the Driver’s License Receipt.
  25. Student takes the DOJ Vision Test.
  26. Student has their Photo taken.
  27. Students who had the “Driving Test” certified to be waived may still be chosen at random to take the DOJ “Driving Test”
  28. Students who did not have any test(s) certified to be waived must take the related DOJ tests.

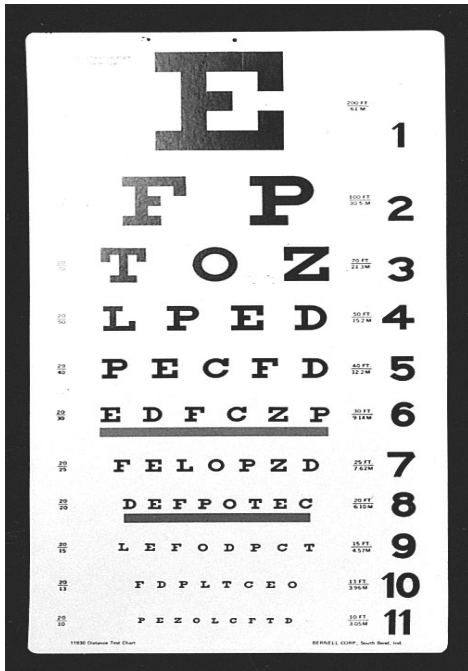
**COOPERATIVE DRIVER TESTING PROGRAM (CDTP)**  
**OBTAINING A SNELLEN EYE CHART FOR VISUAL SCREENING**

SHELLEN EYE CHARTS – Note all prices are wholesale (doctors, schools, hospitals, government)

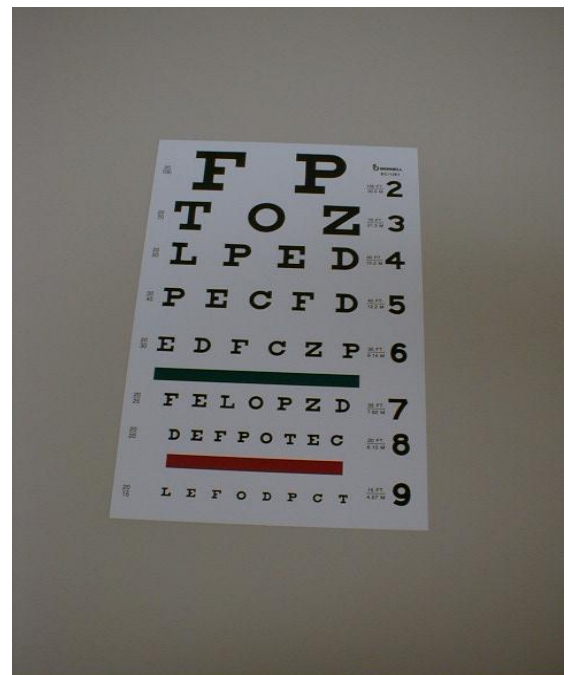
- Student must stand 20 feet back from chart when reading.

**Bernell VTP**  
**4016 N Home St.**  
**Mishawaka, IN 46545**

**In US & Canada call 800-348-2225**  
**or call 574-259-2070**



**Eye Chart/Snellen E**  
 20' 20/200 to 20/10  
 Size 22-1/2" x 11"  
**\$8.95**



**9" X 14" Translucent Plastic**  
 May be used with illuminated  
 test cabinets or as a wall chart.  
 Red and green lines define 20/30 and 20/20  
 vision. 20/100 to 20/15  
**\$9.50**